



## MAINTENANCE

**GENERAL STATEMENT of DUTIES** - To perform a variety of public works and/or recreation, construction, maintenance, repair, custodial and labor activities involving various parks and all Municipal buildings, and grounds; to operate trucks and other power driven equipment and tools; to prepare and maintain ball diamonds and playgrounds; to guard against the abuse of municipal property by private persons; and to perform general labor. and related work as required.

**SUPERVISION RECEIVED** - Work is performed under the supervision of the D \P\W Superintendent and/or the Field Supervisor. **TYPICAL EXAMPLES OF WORK** - An employee In this class may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

- Operate trucks in hauling asphalt, stone, sand, brick, leaves, tools or other material.
- Operate chain saw, brush chippers, snow plow, loaders, tractors and other equipment.
- Perform any of a variety of tasks involving physical strength and agility, such as breaking concrete and asphalt streets and sidewalks, digging holes and trenches, cleaning and sweeping streets, alleys and gutters.
- Repair manholes, catch basins and other masonry structures.
- Load dirt and other material into trucks.
- Operate sewer cleaning machines.
- Operate pumps, air compressors, lawn mower, tree sprayer and other power-driven equipment and tools
- Perform varied landscaping and grounds maintenance and related work.
- Cut, prune and spray trees and shrubs.
- Assist In maintaining recreation equipment and facilities.
- Perform snow removal activities.
- Assist in maintenance of water distribution system.
- Place and remove barricades and flares.
- Make minor repairs and adjustments to equipment and facilities.
- Repair and patch streets and alleys.
- Mix and pour concrete.
- Install, repair and replace, street and other signs.
- Remove paint from signs, prepare surfaces to be painted and operate paint sprayer.

- Perform minor maintenance and bench repair work.
- Repair, paint, clean and maintain facilities and equipment.
- Clean and maintain play fields, ball diamonds, and other recreation facilities.
- Flood and maintain ice rinks.
- Drag, roll and line ball diamonds, install plates and bases and perform similar work.
- Prepare new park sites as required.
- Grade ball diamonds with small tractor.
- Set up and remove drinking fountains at recreation facilities.
- Operate small tractor and other equipment and tools as required.
- Mow grass.
- Arrange rooms in recreation center for various meetings.
- Perform lubricating and minor service activities.
- Prepare and maintain records as required.
- Set up and remove bleachers, benches and other facilities.
- Perform related work as required.

## **QUALIFICATIONS FOR EMPLOYMENT**

- Knowledge of work methods and practices and procedures involved in public works and recreation construction, maintenance and repair activities.
- Knowledge of the operation of trucks and other automotive and power-driven equipment and tools.
- Must be able to perform heavy manual labor under varying work conditions with no weight restrictions.
- Familiarity with streets and other locations in the City.
- Ability to perform the essential functions of the job.
- Mechanical aptitude.
- Knowledge of custodial, building and grounds maintenance activities.
- Knowledge of methods, materials and equipment used in building and grounds maintenance work.
- Familiarity with recreation equipment and park facilities.
- Ability to successfully perform a variety of maintenance and repair activities.
- Ability to understand and follow oral and written instructions.
- Ability to work successfully with the public and with other employees.
- An employee in this class, upon appointment, must have the following training and experience:
  - a. Graduation from an accredited high school.

- b. Experience in performing a variety of labor, maintenance, construction and repair tasks.
- c. Experience In performing building anti ground maintenance. repair and custodial activities.
- d. Possession of a valid chauffeurs (CDL) license with Air Brakes and Group B, with an N endorsement.

**CERTIFICATIONS PREFERRED BUT NOT REQUIRED AT TIME OF APPOINTMENT**

- Confined Space
- HAZ MAT Awareness
- First Aid
- C.P.R.

City of Center Line  
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